

As early as possible

- [Schedule](#) your beamtime.
- Discuss with [Mike](#) , [Hans](#) and/or [Zhao](#) your equipment and sample prep needs to ensure availability and adequate time for setup and training. Some samples, especially biohazards, will require pre-approval that can take longer than a month. Please see the [Sample FAQ](#) for more information.
- If you are bringing samples or equipment that will require additional formal authorizations (biological or radiological samples, lasers, hazardous gasses), please notify us as soon as possible to get these processes started. See [What samples can I bring to the ALS](#) .

2 weeks before arriving

- Your proposal will be used to generate an Experiment Safety Sheet. If your proposal is not yet active, complete an [Experiment Safety Sheet](#) online.
- Read [What samples can I bring to the ALS](#) .
- Have every member of your team that is coming to the ALS submit a [Participating Guest Information Form](#)
- Notify the ALS User Services Office by [email](#) of the day and approximate time of your arrival (include your registration submission number) in order to obtain LBNL gate access.
- Complete the Online Safety Training (choose the non-LDAP login if you are not an LBNL employee)
 - [ALS 1001: Safety at the ALS](#)
 - [ALS 1005: Access to the ALS](#)
 - [Berkeley Lab General Employee Radiation Training \(GERT\)](#)
- [Integrated Safety Management](#) (ISM)

- Read, sign where required, and bring to the ALS
- [ALS User Safety Certification](#)
- [Computer Protection Agreement](#) [Form](#)
- [University of California Patent](#) [Acknowledgment Form](#)

Upon arrival at the ALS

During business hours (8.00 a.m. – 4.00 p.m.), go to the Registration Desk in Building 6 to complete registration and obtain an ID Proximity Access Card. You should bring with you

- Your Photo ID
- The signed forms from above.
- New users who are **not U.S. citizens** must also provide additional documentation; see [Documents for Foreign Nationals](#) for more information.

For more information, see the [ALS Users Guide](#) .

If you have any questions about the process, feel free to contact [Mike](#) or [Hans](#) .